

California Acquisition Manual

PROCEDURE

SURPLUS PROPERTY

CAM 4.1

DATE: 9/29/99

A. PURPOSE:

The State of California has delegated the redistribution of State and Federal property to the Department of General Services (DGS), Procurement Division (PD). The **Surplus Property Program** (SPP), as it is known, is actually comprised of two units that coexist within the Material Management Section of PD. The property is handled separately and the eligibility rules for acquisition are different for the two units.

1. **STATE UNIT – PROPERTY REUTILIZATION:** The primary objective of the PD Property Reutilization Unit is to ensure the maximum return on the State's investment in property and equipment. As requested by State Agencies on the Property Survey Report, STD 152, the Chief Surplus Property Officer reviews and authorizes all disposal of State property (excluding real property). The unit retains property with reutilization potential for redistribution into public service or other disposal methods that will bring the highest return. Employees of DGS, PD are **not** eligible to purchase property. The Property Reutilization staff assists all State Agencies in the disposal of their excess property through sales to non-profit agencies, State and local governmental agencies or the general public.
2. **FEDERAL UNIT – SURPLUS PROPERTY:** The Federal Surplus Property Program was created by Federal legislation in 1946 and assigned to each State to manage. The DGS, PD received the Federal Surplus Property Program by the California Legislature in 1984 and the California Plan of Operations was implemented. The Federal General Services Administration (GSA) allocates Federal Surplus Personal Property to the DGS, PD Surplus Property Unit, which is responsible for the distribution of donable Federal personal property to eligible recipient agencies. Donable Federal personal property is usually picked up by DGS, PD Surplus Property Staff from a Federal installation or federal government contractors or subcontractors and taken to one of the two PD distribution warehouses or picked up directly from the installation by the donee.

B. DEFINITIONS: See Glossary Section for definitions. Any definitions included here are for purposes of this procedure only.

1. **Donable Property:** Items that may be disposed of through the Surplus Property Program.
2. **Donee:** Another word for customer; one who is eligible to participate in the Federal Surplus Personal Property Program.
3. **General Services Administration (GSA):** Agency of the Federal government that authorizes State participation in their Surplus Property Program.

C. PROCEDURE:

1. To acquire property from the Surplus Property Program:
 - a. Contact the DGS, PD Distribution Center nearest you:

1700W National Drive Sacramento, CA 95834 (916) 928-4630	701 Burning Tree Road Fullerton, CA 92833 (714) 449-5900
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 - b. To be eligible for the Federal Surplus Personal Property Program, an application must be filled out, approved and kept on file. This three-part application is available for public agencies and non-profit organizations. See www.pd.dgs.ca.gov/surplus/eligdon.htm for forms and instructions.
 - c. The redistribution of State and Federal property saves eligible participants and California taxpayers millions of dollars annually.
2. Disposal of State and Federal property by State agencies:
 - a. A STD 152, Property Survey Report, is required for disposal of all property. See www.osp.dgs.ca.gov/StandardForms/Default.htm
 - b. State Administrative Manual (SAM) Section 3520 explains the procedure for State property disposal (transfer, sale, junk, trade-in, etc.). See <http://sam.dgs.ca.gov/default.htm>
 - c. A STD 158, Transfer of Location of Equipment, must be filed for a property transfer within or outside the State system. See www.osp.dgs.ca.gov/StandardForms/Default.htm.
 - d. Each STD 152 and STD 158 submitted by a State agency must be approved and signed by at least two members of their Property Survey Board. See STD 152, Property Survey Report and STD 158, Transfer of Location of Equipment at Office of State Publishing website, www.osp.dgs.ca.gov/StandardForms/Default.htm.
 - e. A cover sheet is returned with the submitted form to clarify any further action necessary to complete the disposal transaction.

D. RESPONSIBILITIES:

1. The Surplus Property Program is responsible for:
 - a. authorizing the disposal of State personal property;
 - b. disposition of surplus property donations to eligible donees;
 - c. reviewing and authorizing related paperwork submitted by customer agencies; and

- d. evaluating applications for program participation and monitoring qualified applicants.
- 2. Participating customer agencies are responsible for:
 - a. designation of items as surplus;
 - b. approval of disposition by the Property Survey Board;
 - c. submission of paperwork to the Surplus Property Program for approval; and
 - d. disposition of the property with consent of SPP.
- 3. Eligible donees are responsible for maintaining their eligibility status and notifying the Surplus Property Program of any changes or modifications.

E. APPENDICES: None

F. AUTHORITY AND REFERENCES:

- 1. Statutory: Public Law 94-519, Reporting, Redistributing and Disposal of Contractor Inventory.
- 2. Administrative: Federal Acquisition Regulations, Sub part 45.6.
- 3. Procedural: None

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